

interested layperson, *Bernoulli's Fallacy* is science writing at its best and should be well worth your while.

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Write Faster with Your Word Processor

Geoff Hart. 2021. Diaskeuasis Publishing. [ISBN 978-1-927972-29-8. 358 pages, including index. US\$22.00 (softcover).]



Geoff Hart's *Write Faster with Your Word Processor* is about "mastering the tools you use to craft fine writing...so well that you stop focusing on the mechanics of writing and pay more attention to the craft" (p. 1).

This book takes you through the aspects of writing any type of genre with a word processor. While Hart's book mostly talks about Microsoft Word, he does state emphatically throughout that many of his tips, tricks, or techniques are transferable to any other word processing software. What I enjoyed the most is seeing some of the things I had forgotten about Microsoft Word and learning a few new things that I was not aware of.

Writer Faster with Your Word Processor is broken into four parts. Part 1 covers getting started where you learn how to personalize how your computer works and develop safeguards; Part 2 is about writing your first draft; Part 3 is about revising your draft; and Part 4 covers appendices and miscellaneous resources. This book is not meant to be read cover to cover. Hart has written this as a reference book so that you can go to the chapter you want to read, learn, and put that learning into practice.

Chapter 7, "Moving Around," gives tips on creating macros or using Microsoft shortcut keys for jumping through sections. I use the standard ones in common find-and-replace searches: ^p (paragraph symbol, ¶) and ^t (tab symbol, →). I learned through Hart's book about ^m (manual page break), ^b (section break), and ^l (ell, line break). These will now improve my find-and-replace usage tremendously. He does provide an extensive list of ^ shortcuts for find and replace on

pp. 172–173. I encourage you to read this chapter to learn more about these useful shortcut keys. Another movement tip describes the use of the F2 key to select and move text from one location in your Word document to a different location without the need of our friend, copy and paste (p. 100).

With today's use of the Internet as our main library and resource center, Hart lists several reasons to use the Internet effectively in Chapter 10, "Use the Internet." He does caution that you look for and consider author bias for any online resource or reference you do use. He suggests consulting more than one source to draw your own conclusions to improve your writing.

Styles and templates, shortcut keys, and use of the Internet: these are the few things that writers rely on every day. In Chapter 11, "Develop Style Sheets," Hart has a table in the "Using a Style Sheet" section that provides tips on writing down the computer terms, formatting, and structural/sequence usages in your own writing. You can use this table to ensure that consistency in your writing is not left until the last minute.

The final section I enjoyed was "Appendix III: Word Keyboard Shortcuts (Plus Selected Operating System Shortcuts)." The one drawback here is that the information is in paragraph format where it might have been better represented in a tabular format for easier use as a reference.

While the book does not have exercises, you should be able to read and practice using your own examples. Unfortunately, it has no graphics, is written in a dense style, lacks use of white space making it difficult to read, and does not stay flat when trying to use it to practice the concept. Overall, *Write Faster with Your Word Processor* is a reference book that will help those new to word processors or those more experienced that may need a reminder of the features available to increase our productivity.

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